

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 1100.60

Eastern Region
Jamaica, NY 11430

12/04/98

SUBJ: Local Coordinator Program

1. **PURPOSE.** This Order establishes policies and procedures for the Eastern Region Local Coordinator Program.
2. **DISTRIBUTION.** This Order is distributed to branch level and above in the Regional Office, all Field Offices and Facilities, and all Eastern Region Local Coordinators.
3. **PROGRAM OBJECTIVES.** All Local Coordinators shall:
 - a. Promote effective communications between the FAA and users of the National Airspace System.
 - b. Promote the coordination of information between the FAA facilities in each geographical area.
 - c. Promote greater understanding by citizen involvement (see order 1200.8c, Par.84).
 - d. Provide the Regional Administrator with insight and information on local aviation issues and concerns.
4. **RESPONSIBILITIES:**
 - a. *THE AVIATION INFORMATION AND SERVICES DIVISION, AEA-60.* The Local Coordinator Program Manager is responsible for overall management of the Eastern Region Local Coordinator Program. This includes:
 - (1) Establishing a process for the identification and selection of all Local Coordinators. The process includes the following steps:
 - (a) Prepare an announcement describing the Local Coordinator vacancy (see Appendix 1). The announcement shall identify the geographic area, describe the duties and responsibilities of the local coordinator and provide instructions on the completion of the "Vacancy Solicitation" form (see Appendix 2) which will be attached to the announcement.
 - (b) Route announcement through all managers of LOBs having facilities located in that geographical area. See Appendix 3 for the current list of Local Coordinators areas.
 - (c) Interested applicants shall complete and submit the "Vacancy Solicitation" form to the Local Coordinator Program Manager through their cognizant managers.
 - (d) The Regional Administrator, with the coordination of the division manager of the nominated Local Coordinator, and the Local Coordinator Program Manager, shall approve selection.
 - (e) Issue an official letter of congratulations to the Local Coordinator.
 - (2) Conducting quarterly telecons with the Local Coordinators.

(3) Providing guidance and information to and from Local Coordinators including, establishing and updating the AEA Local Coordinator Electronic Mailbox to include:

- (a) Questions or concerns regarding FAA programs.
- (b) Briefing Issues/Sheets which include outlined accomplishments and outstanding activities.
- (c) List of FAA contacts by geographical area.
- (d) Other significant items deemed necessary by the Regional Administrator or Local Coordinator Program Manager.

b. LOCAL COORDINATORS:

(1) Serve as the local FAA focal point for non-program related issues such as natural disasters, emergency readiness, community fund drives, blood bank donations, employee health benefits activities, orientation tours of the FAA facilities.

(2) Serve as FAA representative as requested, speak to the local groups, committees; i.e., Federal Executive Board (FEB), Federal Executive Associations (FEA) and other similar local bodies, to encourage ongoing increased interest in aviation (See paragraph 273 of National Order 1100.5C).

- (a) Make local arrangements in coordination with AEA-60 as requested for DOT/FAA executives visiting the area.
- (b) Submit, on a timely basis, briefing and other items of interest concerning public officials and aviation issues to AEA-60
- (c) Submit newspaper and magazine clippings containing newsworthy items of FAA interest to AEA-5.
- (d) Identify an individual(s) in assigned geographical area to act as an Alternate Local Coordinator.
- (e) Circulate audio and videotapes of speeches by DOT/FAA executives to the local field facilities within the geographical area.
- (f) Participate in quarterly Local Coordinator telecons.

(3) The Manager of the Public Affairs Office, AEA-5 is responsible for assisting each Local Coordinator with professional and technical guidance on press and public relations.

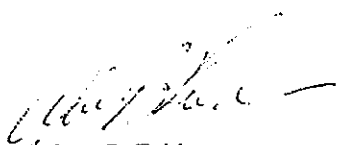
(4) Field Office and Facility Managers are responsible for assisting each Local Coordinator in accomplishing the objectives defined in paragraph b (1). (above).

5. LOCAL COORDINATOR EXPENDITURES. Funding requirements for the Local Coordinator Program shall be budgeted for by AEA-60. All purchases shall be coordinated and approved by AEA-60 before any funds are committed. Typical items eligible for Local Coordinator funding include:

- (a) Travel to Local Coordinator Conference.
- (b) Equipment or supplies.
- (c) Federal Executive Board (FEB) and Federal Executive Association (FEA) memberships (but not Chamber of Commerce or Service Clubs).
- (d) Local travel for Local Coordinators duties (conferences, support VIP trips, FEB or FEA meetings, etc.).
- (e) Magazines and newspapers as needed.

- (f) VCR tapes to assist in disseminating information of Administrator speeches to field offices.
- (g) Other items or activities directly related to the Local Coordinator Program.

6. **TELEPHONE DIRECTORY LISTING.** All Local Coordinators shall prepare Procurement Requests as necessary to update the FAA Local Coordinator listing in local telephone directories for their geographical area. The directory shall include, under the United States Government listing, the following: (See Appendix 3).



Arlene B. Feldman
Regional Administrator

Local/Alternate Coordinator Vacancy

Request to Nominate a Local/Alternate Coordinator

Name _____ Full FAA Facility Name _____

Telephone # _____ FAX # _____

Mission: The local coordinator serves as local representatives of the regional administrator at locations away from the regional headquarters and for a geographic area specified by the regional administrator. Order 1200.8C, Public Information Activities and Programs, Order 1100.5C, and EA Order 1100.60 explains the roles, responsibilities and activities of local coordinators.

Geographical Area, FAA Facilities covered:	WWW Site Address
_____	_____
_____	_____
_____	_____
_____	cc:mail _____
_____	_____

Name of Alternate Coordinator in your area. _____

Full FAA Facility Address _____

Telephone # _____ cc:mail _____

Fax # _____ WWW address _____

Signature/Title/FAA Facility

Vacancy Solicitation

Request to change or nominate a Local/Alternate Coordinator.

ACTION: Change of _____ FAA Date: _____

FROM: Reply to:

To: Program Manager, AEA-60

Attached is a request to change the _____ Area
Local/Alternate FAA Coordinator from _____
to _____, FAA Facility _____.

It has been the practice to rotate the Coordinator duties between the Air Traffic, Airway
Facilities, Flight Standards Managers at this geographical area _____

_____ if it meets with your approval.

Name: _____ Telephone #: _____

Fax # _____ cc:mail address: _____

WWW address: _____

Geographical Areas covered, FAA facilities covered:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature/Title/FAA Facility

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APPENDIX 3. Eastern Region Local Coordinator's Participating Field Offices and Facilities. The following list indicates the Local Coordinator areas by State, Area, and Participating Field Offices and Facilities. Facilities, which are underlined, are sites that have been determined essential and that already have an active Local Coordinator assigned. *Asterisks on right side of facility denote Contract Towers. **Asterisk on left side of facility means EA Regional Administrator will make decision on delayed openings / closures due to inclement weather only

District of Columbia

Washington, ARTCC

Dulles, AFSSC

Dulles, ATCT

Dulles, CASFO

Dulles, FSDO

Chantilly, ADO

Leesburg, ARTCC

Leesburg, AFSS

Leesburg AFSSC, AFD/S

Potomac; (PCT) Herdon, VA

Chesapeake Bay, AFSSMO

Manassas, ATCT

Washington National, ATCT

Washington National, AFSSC

Washington National, CASFU

Maryland

Andrews, ATCT

Andrews AFSSC

Maryland

Baltimore, ATCT

Baltimore, AFSSC

Baltimore, FSDO

Baltimore, CASFU

Hagerstown, ATCT

Martin State, ATCT

Patuxent River, A T R E P

New Jersey

Atlantic City, ATCT

Atlantic City, AFSSC

Atlantic City, TMS

Millville AFDIS

Millville, AFSS

Newark, NJ, AFSSC

Caldwell, ATCT

Morristown, AFDIS

Morristown, ATCT

Newark, ATCT

Newark, CASFU

Teterboro, ATCT

Teterboro, AFD/S

Teterboro, FSDO

Teterboro, MIDO

Western New York

Buffalo, ATCT

Buffalo, AFSSC

Buffalo, ATCT

Buffalo, AFSS

Niagara, Falls, ATCT

Central, New York

Rochester, FSDO

Rochester, ATCT

Rochester, AFSSC

Syracuse, ATCT

Remsen, AFD/S

Rome, AFDIS

Rome RAPCON

Utica, ATCT*

Oneonta, AFDIS

Elmira AFSSC

Elmira ATCT

Binghamton, AFDIS

Binghamton, ATCT

Ithaca AFDIS, ATCT*

White Plains, New York

Dutchess, ATCT

Stewart, AFSSC

Stewart, ATCT*

White Plains, AFDIS

White Plains, ATCT

Upstate New York

Saranac Lake, AFDIS

Albany, ATCT

Albany, FSDO

New York

**JFK, ATCT

Kennedy, AFSSC

NY, IFO

NY, CASFONY, JFK CASFU**LGA, ATCT

LGA, AFSSC

LGA CASFU

Long Island, NY

Farmville, ATCT

Garden City, FSDO, ADO

Garden City, Liberty AFSMO

Farmingdale, FSDO

Farmingdale, MIDO

Westbury AFSS

Westbury NY TRACON

NY ARTCCNY center, AFSSCNY AFSSIFSS

Islip AFSSC, ATCT

Riverhead AFLRR

Pennsylvania

Allentown, FSDO

Allentown, AFSSC

Allentown, ATCT

Reading, AFDIS

Reading, ATCT

Erie, ATCT

Erie, AFSSC

Capital City, ATCT*

Harrisburg, FSDO

Harrisburg, ADO

Harrisburg, AFS/S

Middletown, AFSSC

Middletown, MIDO

Lancaster, ATCT*

Pittsburgh, PA

Pittsburgh, CMO

Pittsburgh, AFSMO

Pittsburgh, AFSSC

Pittsburgh, ATCT

Pittsburgh, CASFO

Allegheny Cty, AFSSC, ATCT

Allegheny Cty, FSDO

Oakdale AFLRR

Altoona, AF D/SGL

Altoona AFSS

Dubois, AFSSC

State College, AFDIS

Philadelphia

Philadelphia, ATCT

Philadelphia, FSDO

Philadelphia, CASFU

Wilmington, ATCT

New Castle, AFDIS

No. Phila., ATCT*

Phila 2nd Level AFD/S

Trenton, Independence AFSMO

Trenton, AFSSC

Trenton, ATCT*

Gibbsboro, AFLRR

WilkesBarre/Scranton, PA.

WilkesBarre, AFSSC

WilkesBarre, ATCT

Benton, AFLRR

Williamsport, PA.

Williamsport, AFSS

Williamsport, AFDIS

Williamsport, ATCT*

Clearfield AFLRR

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Appendix3

Virginia

Norfolk, ATCT

Norfolk, AFSSC

Newport News, AFDIS

Oceania, ATREP

Oceania, AFLRR

Richmond, VA

Richmond, AFSSC

Richmond, ATCT

Richmond, FSDO

Fredericksburg, AFD/S

Charlottesville, ATCT

Charlottesville, AFDIS

Roanoke, VA

Roanoke, AFSSC

Roanoke, ATCT

Lynchburg, AFDIS

Lynchburg, ATCT*

West Vireinia

Charleston, ATCT

~~ELKINS~~, AFDIS, AFSS

Charleston, FSDO

Charleston, AFSSC

Huntington, AFD/S

Huntington, ATCT

Parkersburg, ATCT*

Lambs Knoll, AFDIS

Morgantown, ATCT*

Clarksburg AFSSC

Clarksburg ATCT

Beckley, ADO

Martinsburg, AFSSC

Wheeling, ATCT*

Lewisburg, ATCT*

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

EA 1100.60
Change 3

EASTERN REGION

Jamaica, NY 11434

AUG 17 2000

SUBJ: EA APPENDIX 3 TO EA ORDER 1100.60

- 1. PURPOSE.** This change provides new information to Appendix 3, Eastern Region Local Coordinators program Field Offices and Facilities. A change has been made to Farmingdale ATCT Local Coordinator. Liberty AFSMO and Westbury NY TRACON have been added to this geographical area.
- 2. DISTRIBUTION.** This change is distributed to branch level and above in the Regional Office all Field Offices and Facilities, and all Eastern Regional Local Coordinators.
- 3. EXPLANATION OF CHANGES.** The new Appendix 3 will rectify Farmingdale, NY facilities that were not listed on Appendix 3 of EA 1100.60 Change 2 dated July 26,2000.



Arlene B. Feldman
Regional Administrator